



# CITY OF ASHEVILLE APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

BE SURE TO GIVE ACCURATE AND COMPLETE INFORMATION. FAILURE TO DO SO MAY RESULT IN THE REJECTION OF YOUR APPLICATION. IT IS IMPORTANT THAT YOU FILL OUT ALL SECTIONS OF THIS APPLICATION COMPLETELY AND TO THE BEST OF YOUR ABILITY. YOUR APPLICATION WILL BE USED AS A PART OF THE EVALUATION PROCESS AND, THEREFORE, SHOULD REPRESENT YOUR BEST EFFORT. YOU MAY ATTACH A RESUME, BUT THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY.

## Current Information

Position applied for:				Date:			
Date Available:							
Circle all that apply:	Full Time	Part Time	Temporary	Summer			
NAME:							
	Last	First	Middle				
ADDRESS:							
	Street & No. or P.O. Box	City	State	Zip			
TELEPHONE: ( )	Home	( )	Cell	( )	Business	E-mail Address	

## Education

Name/Location				
High School/GED	Yrs Completed	Diploma	Major	
College/University	Yrs Completed	Degree	Major	
Grad/Professional	Yrs Completed	Degree	Major	

## Skills & Certifications

List or attach resume with any skills & certifications that may be relevant. (EX: Computer Software, Equipment, Licensures)

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## General Information

A. Have you ever been employed with the City of Asheville?  
If yes, what dept. & when? \_\_\_\_\_

B. Are you related by blood or marriage to any City employee?  
If yes, give name, relationship and department. \_\_\_\_\_

C. Have you ever been convicted of an offense against the law other than a minor traffic violation?  
If yes, please explain. \_\_\_\_\_

NOTE: A conviction record will not necessarily exclude you from employment. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.

## Employment

Record your complete work history in the spaces below. Begin with your current or most recent employer first. Be sure to account for gaps in your employment history. Related volunteer experience should also be listed.

### A. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Name & title of supervisor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ No. of employees you supervise \_\_\_\_\_

Employer /Company \_\_\_\_\_ Address \_\_\_\_\_

Date Employed \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Separated \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours Per Week \_\_\_\_\_

Main Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

### B. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Name & title of supervisor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ No. of employees you supervise \_\_\_\_\_

Employer /Company \_\_\_\_\_ Address \_\_\_\_\_

Date Employed \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Separated \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours Per Week \_\_\_\_\_

Main Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

### C. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Name & title of supervisor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ No. of employees you supervise \_\_\_\_\_

Employer /Company \_\_\_\_\_ Address \_\_\_\_\_

Date Employed \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Separated \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours Per Week \_\_\_\_\_

Main Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## References

(1) Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

(2) Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

(3) Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

## Pre-Employment Authorization (Read Carefully)

I certify, to the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly misrepresented or falsified any of the application information I may be disqualified for employment consideration or dismissed from employment with City of Asheville. I authorize my former employer to give any information regarding my employment. I have authorized them to release my records and discuss my work performance with representatives of the City of Asheville who are investigating the response provided herein. I understand that proof of my eligibility for employment in the United States must be furnished before I begin work with the City of Asheville. I understand that North Carolina state law requires male applicants for employment, 18 to 26, to register for military service. By signing below I certify that I am in compliance with state law. I understand that a pre-employment drug screen and physical are required.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLICANT INFORMATION FORM

The City of Asheville is an Equal Opportunity Employer. The City of Asheville prohibits discrimination on the basis of sex, race, color, religion, national origin, age or disability. The information requested below is voluntary and failure to supply this information will not affect you as an applicant unless it is determined to be a bona fide occupational qualification. The sole purpose of this information is to measure the success of our recruitment efforts in reaching all segments of the population and to comply with reporting requirements of the Equal Employment Opportunity Commission. **This form will be separated from your employment application and will not be used in any way in our selection process or for any personnel action following employment.**

### HOW DID YOU LEARN OF THIS OPENING

(Please check all which apply)

Newspaper (which one?) \_\_\_\_\_

Professional Magazine or Newsletter (which one?) \_\_\_\_\_

Employment Security Commission (which city) \_\_\_\_\_

Radio (which station) \_\_\_\_\_

TV (which station?) \_\_\_\_\_

Internet (Which site) \_\_\_\_\_

Career/Job Fair (specify) \_\_\_\_\_

Other \_\_\_\_\_

SEX: \_\_\_Male \_\_\_Female

### YOUR AGE CATEGORY:

\_\_\_14 or older \_\_\_18 or older

\_\_\_40 or older \_\_\_65 or older

### EEO CATEGORY – check one

- \_\_\_ Hispanic or Latino
- \_\_\_ White (Not Hispanic)
- \_\_\_ Black or African American
- \_\_\_ Asian or Pacific Islanders
- \_\_\_ American Indian or Alaska Native
- \_\_\_ Two or more Races